Out of State
Criminal History
Background Checks

ARM 37.95.161 CHILD CARE FACILITIES: CRIMINAL FINGERPRINT AND BACKGROUND CHECKS REQUIREMENTS: (1) *A fingerprint background check by the Montana Department of Justice and Federal Bureau of Investigation is required prior to working in a child care facility and every five years thereafter.*

* All staff of any age and household members 18 years and older **are required to complete FBI checks every 5 years.**

Please be aware that the fingerprint process could take up to 6 weeks.

To avoid processing delays, please follow the steps below:

1. Have your fingerprints rolled at your local C**hild Care Resource and Referral (R&R) office** or **local Law Enforcement** agency.

2. Ensure your original fingerprint card is completely filled out (see attached fingerprint card example)

3. Make a check or money order payable to **Montana Criminal Records** in the amount of **$30**.

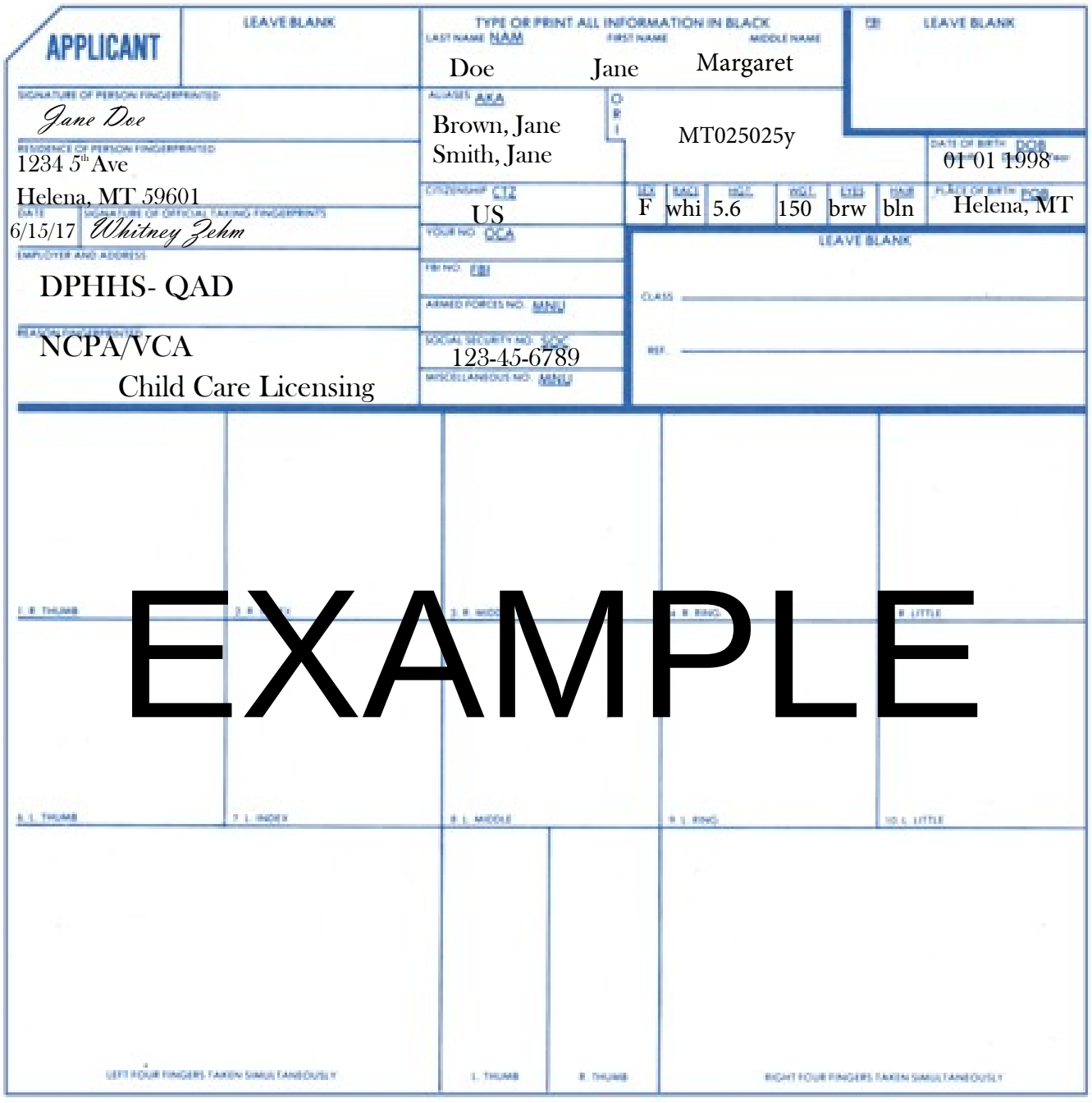
4. Mail FBI fingerprint card with your paperwork to the Child Care Licensing office in Helena:

DPHHS/QAD/CCL
PO BOX 202953
HELENA, MT 59620-2953
FAX: 406-444-1742 EMAIL: childcarelicensing@mt.gov

Please note, if the card and paperwork was sent to DOJ it will be shredded.

How to Fill Out Fingerprint Cards

Child Care Licensing



Each fingerprint card should be examined to ascertain all information that is required on the fingerprint card has been provided and is legible. Incomplete cards will not be processed and will be mailed back. All fingers need to be in the correct position and rolled. To avoid delays, **ask the requestor of the background check or call Montana Criminal Records at (406) 444-3625 for assistance.*